

Baird, Annette M.

From: Townsend, Sue V.

Sent: Wednesday, May 22, 2002 3:33 PM

To: Burnley, Harold G.; Allen-Hawkins, Linda E.; Alonso, Hector; Counts, Mary Ellen; Cruise, Mark R.; Deevi, Seetharama; Desel, Paula; Driver, Rob E.; Fenner, Robert; Floyd, Barton L.; Good, Bennie; Greenberg, Pete (MDF); Gregory, Carla L.; Haussmann, Hans-Juergen; Hawkins, Michael R.; Helm, Anthony S.; Herbst, Kate L.; Holland, Tom C.; Jupe, Richard; Keen, Billy J.; Kobal, Gerd; Lewis, Jane Y.; Lilly, A. Cliff; Lipowicz, Peter J.; Miller, Joseph E.; Mobrem, Massoud; Morgan, Kevin P.; Murray, Tyrone W.; Newman, Ken A.; Nyffeler, Urs; Osborne, Kevin (PMMC Legal); Patskan, George J.; Patterson, Everett C.; Pflueger, Jim T.; Podraza, Ken F.; Ray, Gregory H.; Roethig, Hans; Shorte, Cecil J.; Singh, Viju; Smith, Judy N.(RD&E); Solana, Rick P.; Walk, Roger A.; Weber, Deborah J.; Williams, David L.; Yang, Szu-Sung; Zimmermann, Mike

Cc: Ray, Shirley W.; Newlen, Bruce; Baird, Annette M.; Baur, Elaine; Brooks, Pamela S.; Bugg, Joy J.; Cannon, Eleanor H.; Carter, Laticia D.; Cash, Rose B.; Dennis, Debby; Dierkes, Jo S.; Eno, Mona M.; Herald, Maria; Hunnicutt, Kathryn K.; Jones, Carolyn R.; Mawyer, Denise T.; Milby, Colleen B.; Miller, Michel G.; Mitchell, Betty W.; Moore, Darnella Y.; Moore, Jean; O'Donnell, Constance L.; Washington, Pamela; Whetzal, Mary Alice

Subject: RD&E Game Plan - Bus Schedule

Importance: High

For travel to the RD&E Game Plan on Sunday, June 2 through Wednesday, June 3 - employees have the option of driving themselves or to travel as a group on prearranged transportation. Since bus transportation to and from Westfields - Chantilly, VA, has been arranged for this trip, employees who have decided to drive themselves will NOT be reimbursed for mileage by the Company.

Check in time for those driving on your own will be after 4 p.m. on Sunday, June 2. ***DUE TO A "HIGH LEVEL CONFERENCE" at Westfields on Sunday, June 2 - no one is allowed in that area until after 2:30 p.m. - so do not plan on arriving any earlier or you will be diverted!***

If you have elected to go on the bus, listed below are the arrangements.

Sunday, June 2

4:00 p.m. - Meet at Operations Center - Executive Lot

4:15 p.m. - Winn Bus leaves Operations Center for Westfields

6:15 p.m. - You have been preregistered at the hotel - please get your hotel keys from Shirley or me. We will be in the hotel lobby upon your arrival at Westfields.

7:00 p.m. - Dinner - Fairfield Dining Room for PM.

Wednesday, June 5

PM3001255659

2:00 p.m. - Meeting Adjourns - load bus
2:15 p.m. - Bus will depart Westfields for Operations Center

4:15 - 4:30 p.m. - Arrive Operations Center

PM Office - Hamilton Room (I will provide direct telephone numbers to PM
Business Office once we arrive)
Meeting Room - Jeffersonian Rooms I through VI

6:30 a.m. to 8:00 a.m. - Breakfast available each morning in the Fairfield Dining
Room

6:30 a.m. - PM office open each day

8:00 a.m. - Meeting begins each day

Westfields Marriott
14750 Conference Center Drive
Chantilly, Virginia 20151
Telephone Number: 703-818-0300

If you have any questions, please let me know,

Thanks,
Sue

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